

Human Resources Report
November 21, 2014

Greetings IHLS Board:

- HR Assistant promoted, recruiting replacement.
- Began HR implementation, building codes and parameters.
- Conducted one exit interview.
- Sent monthly Health Newsletters to all employees.
- Continue creating medical and confidential files.
- All employees completed Safety Training.
- Halloween Party at each location.
- Developing supervisor training for January 2015.
- Currently recruiting for 9 positions, 2- Cataloging Assistants, 2- Courier Driver, Page/Sorter, Network Administrator, Staff Accountant, Accounting Coordinator and HR Assistant.

Respectfully Submitted by,

Kathy R. Jackson, M.S.
HR Director